

## **Sample Development Committee Charter**

The Development Committee is responsible for maximizing contributed support for [organization name]. In that capacity, the Committee will oversee the creation of annual and long-range Development Plans and monitor [organization name]'s performance against those plans, actively assist with all fundraising events and activities, coordinate the activity of any and all related fundraising committees or other related entities, and assure that [organization name] develops and adheres to industry standards governing the solicitation of charitable contributions.

### **Members**

- The Chair and members of the Development Committee are appointed by the President of the Board of Trustees; the President will consult with the Chair before appointing members to the Committee.
- The Committee will consist of at least three Trustees and may include additional non-Trustee members.
- The Committee Chair will be a Trustee.
- The Director of Development will serve as dedicated staff for the Development Committee.

### **Meetings**

- The Development Committee will normally meet four to six times annually; additional meetings may be held as circumstances dictate.
- Development Committee members are expected to participate in all meetings unless prohibited from doing so by an unavoidable personal or business conflict.
- Committee members may participate virtually, as long as all members can participate in the discussion.

### **Responsibilities**

Oversee the creation of the Annual Development Plan:

- Assure that [organization name]'s assembles, in conjunction with the development of the Annual Operating Plan and Budget, a comprehensive Development Plan addressing all of [organization name]'s contributed income needs – including funding for operating, special project, capital, planned giving, and endowment purposes.
- Monitor progress against that Plan, revising it as needed to assure that all contributed income goals are met.

Oversee the creation of the Long-Range Development Plan:

- Assemble, in conjunction with the development of the Strategic Plan, a comprehensive multi-year fundraising plan addressing all of [organization name]'s contributed income needs.
- Monitor progress against that Plan, revising it as needed to assure that all contributed income goals are met.

Actively assist with all fundraising events and activities:

- Assume a leadership role in identifying, cultivating, and soliciting gifts from individuals, corporations, foundations, and organizations.
- Foster a culture of philanthropy among [organization name]'s Board members addressing both personal charitable giving and securing support from others.

Coordinate the activity of any and all related fundraising committees or other related entities:

- Identify, recruit, and support volunteer leadership for any and all fundraising projects, events, and campaigns, incorporating those leaders as members of the Development Committee, as appropriate.
- Assure that all fundraising activities meet their stated goals, support one-another, and are aligned with [organization name]'s annual and long-range development plans.
- Report periodically to the Executive Committee and Board of Trustees on the status of all fundraising initiatives.

Working closely with the Finance Committee, assure that [organization name] develops and adheres to industry standards governing the solicitation and treatment of charitable contributions, to include:

- The solicitation of contributions by any and all means, confidentiality of donor information, accounting standards for both restricted and unrestricted funds, utilization of restricted funds, treatment of in-kind gifts, gift acceptance policies, and planned giving vehicles
- Assure that all donors are thanked promptly and gratefully, and that their support is recognized and acknowledged consistent with the donor's wishes and established policies and procedures.